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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

07/05/96
Revised

CLASSIFICATION SPECIFICATION

TITLE: **ACCOUNT CLERK I & II**

DEFINITION

Under supervision, to perform bookkeeping and clerical work that involves posting, checking entries and balancing accounts in an accounting system; to perform a variety of tasks in the preparation of utility bills; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Account Clerk I: This is the entry level for clerical accounting employees. Employees in this class normally work under close supervision performing a group of repetitive or closely related duties according to established procedures. While a variety of tasks may be assigned, each step usually fits a pattern which has been observed and reviewed both during its performance and upon completion, and changes in procedure or exceptions to rules are explained in detail as they arise.

Account Clerk II: This is the journey level for clerical accounting employees. Employees in this class normally work under general supervision and, within the framework of established procedures, are expected to perform a wide variety of accounting duties with only occasional instruction or assistance. Adequate performance at this level requires the knowledge of departmental procedures and precedence, and the ability to choose among a limited number of alternatives in solving routine problems. An Account Clerk II is expected to work productively even in the absence of supervision. Work is normally reviewed only on completion and for overall results.

Positions in this class series may be allocated at either level depending upon work requirements. Appointment to the Account Clerk II level from Account Clerk I is not automatic and requires that the position be classified at the higher level, that the employee be performing substantially the full range of duties for the class, and that the employee meet the qualifications standards for the class.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives close to general supervision from higher level clerical, para-professional, technical, or professional staff as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Maintain general and subsidiary ledger records according to established account classifications.
- Post entries from supportive records and balance against other records.
- Serve at public counter collecting service payments and license fees; make change; count cash and verify receipts; make daily bank deposits.
- Prepare and audit voucher packages for payment to vendor.
- Post charges to accounts.
- Calculate personnel, equipment, and other costs for special projects.
- Assist in departmental budgetary control.

- Prepare financial and statistical reports.
- Participate in the assignment of appropriate billing rates for utility and other municipal services; make adjustments and corrections on accounts.
- May utilize a micro, mini, or personal computer; CRT terminal; calculator; and other office equipment to carry out assigned clerical functions.

QUALIFICATIONS

Account Clerk I

Knowledge of:

- Principles and practices of bookkeeping.
- Modern office practices and procedures.

Ability to:

- Operate a typewriter and other common office machines.
- Perform varied clerical work and learn varied office procedures and accounting system requirements.
- Understand and carry out oral and written instructions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of twelfth grade including or supplemented by courses in bookkeeping.

Experience: None required.

MEDICAL CATEGORY: Group 1

Account Clerk II

In addition to the qualifications for Account Clerk I:

Knowledge of:

Municipal accounting system requirements and procedures.

Ability to:

Work independently in the absence of supervision.

Education and Experience:

Education: Equivalent to completion of twelfth grade supplemented by courses in bookkeeping.

Experience: One year of experience performing the duties comparable to those of Account Clerk I in the City of Riverside

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Account Clerk I

TO: Account Clerk II

TO: Senior Accountant Clerk